



## Summary Training Schedule - *Operations*

*Not for Finance Department only.*

**Complete**

<b>Class</b>	<b>Date(s)</b>	<b>Length</b>	<b>Audience</b>
<b>C O M P L E T E</b>			
How to look things up in PassPort – A Hands-On Demo (Taylor), Session 1	1/5	2 hrs	Project Acct'g Staff
How to look things up in PassPort – A Hands-On Demo (Taylor), Session 2	1/5	2 hrs	Gen'l Acct'g Staff
Resources & Accounting Entry Templates (Paetz/Howard)	1/18		Gen'l Acct'g Staff
<i>Project Reporting &amp; Info Sources (FIN-002) (Wiprud/Layfield), Sessions 2 &amp; 3</i>	1/20	3 hrs	<i>BWHC project control staff</i>
<i>Tax Seminar (Salancy/Wiprud/Washington Dept. of Revenue)</i>	1/28	3 hrs	<i>Finance Dept Staff and Other PHMC, Enco's, &amp; DOE counterparts</i>
General Ledger Account Reconciliation (GL Recons) (Davis)	2/3, 2/3, 2/4, & 2/8	1.5 hrs	GL Account Custodians & their mgrs/supervisors
Documentation & the Dept Website – Demo (Wiprud), Session 1	2/9	.5 hrs	Gen'l Acct'g
<i>New Accrual Process (Garner/Team) – Pilot sessions</i>	2/11 & ?	2 hrs?	<i>? and TWRS</i>
How to look things up in PassPort – A Hands-On Demo (Taylor), Session 3 (makeup)	2/18	2 hrs	Gen'l & Project Acct'g makeups, Other Finance Dept staff TBD
Stress Management (Cazares/HEHF)	3/1	2.5 hrs	Gen'l Acct'g & others
<i>How To Review &amp; Prepare Monthly Accruals (Forrester/Wiprud/Glidden) – special session</i>	3/9	2 hrs	Gen'l Acct'g
<i>How To Review &amp; Prepare</i>	3/8 – 3/26	2 hrs	<i>Affected PHMC Staff</i>

<b>Class</b>	<b>Date(s)</b>	<b>Length</b>	<b>Audience</b>
<b>Monthly Accruals (Etheridge/Forrester/Wiprud/ Glidden/Agee) – 10 sessions</b>			
<b>Documentation &amp; the Dept Website – Demo (Wiprud), Session 1</b>	<b>3/11</b>	<b>.5 hrs</b>	<b>Accounts Payable</b>
<b>Field Day (Davis)</b>	<b>3/16</b>	<b>1 hr</b>	<b>General Acct'g</b>
<b>How To Review &amp; Prepare Monthly Accruals (Wiprud/Glidden) – special session</b>	<b>3/17</b>	<b>2 hrs</b>	<b>Project Acct'g + other FDH Indirect Analysts</b>
<b>Query Basics, Session 1 (Davis/ Howard/Layfield)</b>	<b>3/25</b>	<b>2 hrs</b>	<b>Personnel Acct'g except AP</b>
<b>How To Review &amp; Prepare Monthly Accruals (Forrester) – Special session</b>	<b>3/25</b>	<b>1 hr</b>	<b>Finance Council</b>
<b>Project Reporting &amp; Info Sources (FIN-002) (Howard/Layfield/Wiprud), Session 4</b>	<b>3/31</b>	<b>3 hrs</b>	<b>FDNW (Greg Funk, POC)</b>
<b>Query Basics, Session 2 (Howard/Davis/Layfield)</b>	<b>4/1</b>	<b>2 hrs</b>	<b>Accounts Payable, Internal Audit</b>
<b>How To Review &amp; Prepare Monthly Accruals (Forrester/Wiprud/ Glidden/Agee) – 3 Makeup sessions</b>	<b>4/5 – 4/9</b>	<b>2 hrs</b>	<b>Affected PHMC Staff</b>
<b>The Big Picture (Davis)</b>	<b>4/7</b>	<b>1.5 hrs</b>	<b>DOE-RL CFO Staff, New Finance Staff, Internal Audit Staff</b>
<b>Query Basics, Session 3 (Davis/Howard/Layfield)</b>	<b>4/8</b>	<b>2 hrs</b>	<b>General Accounting, DOE-RL CFO</b>
<b>PassPort Demo (Hopkins)</b>	<b>4/21</b>	<b>1.5 hrs</b>	<b>DOE-RL CFO Staff, new Finance Dept staff</b>
<b>Query Basics, Session 4 (Layfield/Bilahorka/Andros)</b>	<b>4/23</b>	<b>2 hrs</b>	<b>Project Accounting</b>
<b>Query Basics, Session 5 (Davis/Howard/Layfield/ Bilahorka)</b>	<b>5/7</b>	<b>2 hrs</b>	<b>Makeups, Compliance, Finance managers</b>
<b>How To Review &amp; Prepare Monthly Accruals (Forrester/Glidden)</b>	<b>5/11</b>	<b>2 hrs</b>	<b>Makeups.</b>
<b>Dry Runs: PassPort Workshop for Analysts &amp; CAMs (Waggoner)</b>	<b>5/27 &amp; 6/2</b>	<b>3.5 hrs</b>	<b>Project Control Staff (Analysts and CAMs)</b>
<b>Travelling in PassPort:</b>	<b>6/7, 6/8</b>	<b>1.5 hrs</b>	<b>Gen'l Acct'g, Systems &amp;</b>

<b>Class</b>	<b>Date(s)</b>	<b>Length</b>	<b>Audience</b>
Points of Interest (Slage)			Processes, select AP staff
Query Basics, Session 6 (Andros/Howard)	6/16	2 hrs	Makeups
PassPort Tables and Access Query (Young)	6/18	2 hrs	Slage, Taylor, Forrester, Glidden, Carlson, Martin, Long, Jennings, McFadzean
Viewing & Printing in PowerPoint – dry run (Wiprud)	6/29	1 hr	Select General Acct'g and Systems staff
Entering Payments directly into PassPort (Young)	7/15	1.5 hrs	Travel staff
ACL Audit Software (vendor)	7/19	8 hrs	Andros, Ratliff
Creating a Presentation in PowerPoint – dry run (Wiprud)	7/28	1 hr	Select General Acct'g and Systems staff
PassPort Workshop for Analysts & CAMs (Waggoner)	Several June - Aug	3.5 hrs	Project Control staff (Analysts and CAMs)
<b>SCHEDULED</b>			
Crystal Demo (Staudacher)	9/13	1 hr	Systems staff
Indirect Planning System (IPS) (Best/Layfield)	9/10 (2) & 9/13 (1)	2 hrs	Indirect Analysts
Indirect Planning System (IPS) (Best/Layfield)	9/20 (1)& 9/22 (2)	1 hr	Indirect CAMs
<b>PLANNED, BUT NOT SCHEDULED</b>			
Entering Payments directly into PassPort (Young)	Tbd	Tbd	Payroll & Treasury staff
Automated Project Entries (Davis/Howard)	Tbd	Tbd	Pool Analysts, DOE, BPA
Desktop Tools (deployment approach in development)	Tbd	Tbd	Finance Dept staff
Documentation & the Dept Website – Demo (Wiprud), Sessions as needed	TBD		Other Finance Department Staff (may visit staff meetings if LAN drop available)
Updating or Creating Documentation & the Dept Website – Hands On (Wiprud)	TBD		Affected Finance Department Staff
<b>ON DEMAND</b>			
PassPort Workshop for Analysts & CAMs (Waggoner)	On request	3.5 hrs	Project Control staff (Analysts and CAMs)
How To Review & Prepare Monthly Accruals (Forrester/Glidden)	On request	2 hrs	Makeups. Other CAMs and Analysts as needed

<b>Class</b>	<b>Date(s)</b>	<b>Length</b>	<b>Audience</b>
<i>Project Reporting &amp; Info Sources (FIN-002) (Wiprud/Layfield)</i>	<i>On request</i>	<i>3 hrs</i>	Project Control staff (Analysts and CAMs)
<b>PROPOSED</b>			
<i>Life Cycle of a Transaction (?)</i>	<i>Tbd</i>	<i>Tbd</i>	<i>Finance Dept management, DOE-RL CFO, Internal audit, ?</i>
Field Day (Davis)	TBD	1 hr	Those w/Query access to PS Financials, other than Gen'l Acct'g NOTE: needs to quickly follow Query Basics
PeopleSoft Security Overview (Suarez/Andros)	TBD	Tbd	General Accounting
PeopleTools Overview (LMSI)	TBD	Tbd	General Accounting, ?
Query Intermediate	TBD	Tbd	General Accounting, others w/access to PS Financials
Query Advanced	TBD	Tbd	General Accounting, others w/access to PS Financials
Query Lab (Andros?)		Tbd	Payroll, Travel, Treasury, Pension staff
Leadership Development/ Performance Management (tbd)		Tbd	Finance managers
Tbd		Tbd	Accounts Payable
Tbd		Tbd	Payroll
Field Day (Davis)		1 hr	Project Acct'g
<i>Report Interpretation/Field Day (?)</i>		<i>Tbd</i>	<i>Field Analysts</i>
<i>Query Basics</i>		<i>Tbd</i>	<i>Field</i>
PC & GL Interface w/Payroll (Davis)		Tbd	Payroll, Gen'l Acct'g
7.5 Delta Seminar – Financials (PS)		Tbd	Select Gen'l Acct'g, Systems, and LMSI staff
Advantage ToolKit (PS)		Tbd	Select Gen'l Acct'g, Systems, and LMSI staff
Query/Crystal Power Reporting (PS)		Tbd	Select Gen'l Acct'g staff
PeopleTools I (PS)			TBD
SQR/SQL Overview (LMSI)			TBD
SQR/SQL (?)			TBD
nVision (PS)			TBD
<i>Project Types (Harris)</i>			<i>Is 'training' needed? BMS Bulletin and/or web page</i>

<b>Class</b>	<b>Date(s)</b>	<b>Length</b>	<b>Audience</b>
			<i>sufficient?</i>
<b>ON HOLD</b>			
<i>Course Name TBD (FIN-004 for DOE), Session 5 (Davis/Wiprud/Harris)</i>	<i>On hold</i>		<i>Select DOE-RL CFO staff (those responsible for indirect pool variance analysis and reporting)</i>
<i>Indirect Cost Pool Management (FIN-004 for CAMs) (tbd)</i>	<i>On hold</i>		<i>Indirect Cost Pool Cost Account Managers (CAMs)</i>
<b>CANCELED</b>			
<i>Project Reporting &amp; Info Sources (FIN-002) – HANDI &amp; Insight Demo (?), Session 5</i>	<i>TBD</i>	<i>3 hrs</i>	<i>DOE-RL CFO</i>
<b><i>Course Name TBD (FIN-004 for DOE), Session 6 (Davis/Wiprud/Harris)</i></b>	<b><i>Canceled. Being provided by SP&amp;I/ Brandt</i></b>		<b><i>Select DOE-RL CFO Staff (CORs and indirect pool owners)</i></b>

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**Complete**